



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 1601.3M CH-1

SWO

**13 AUG 1996**

NAS LEMOORE INSTRUCTION 1601.3M CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Air Station, Lemoore

Subj: DUTIES, AUTHORITY, RESPONSIBILITIES, AND INDOCTRINATION OF  
THE NAVAL AIR STATION SENIOR WATCH OFFICER, COMMAND DUTY  
OFFICER, OFFICER OF THE DAY AND DUTY DRIVER

1. Purpose. To issue a pen and ink change to basic instruction.
2. Action. Page 5, paragraph 5a(14), delete the words "the CDO will personally complete a "Record of Confinement" form and will forward the form per instruction." and change to read: "the CDO will complete a Confinement Order (NAVPERS 1040/4) and take completed form and confinee to Barracks 861 for temporary confinement. All CDO's (E7 and above) are authorized to sign Confinement Orders (NAVPERS 1640/4)."

*D.E. Bealer*

D. E. BEALER  
Acting

Distribution: (NASLEMINST 5215.2V)  
List B



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93248-5001

IN REPLY REFER TO:

NASLEMINST 1601.3M  
SWO

18 MAR 1996

NAS LEMOORE INSTRUCTION 1601.3M

From: Commanding Officer, Naval Air Station, Lemoore

Subj: DUTIES, AUTHORITY, RESPONSIBILITIES, AND INDOCTRINATION OF  
THE NAVAL AIR STATION SENIOR WATCH OFFICER, COMMAND DUTY  
OFFICER, OFFICER OF THE DAY AND DUTY DRIVER

Ref: (a) U.S. Navy Regulations 1990  
(b) Watch Officer's Guide  
(c) SECNAVINST 1640.9A  
(d) OPNAVINST 3710.7P  
(e) NASLEMINST 1601.2J  
(f) NASLEMINST 3710.1K

Encl: (1) CDO Letter of Qualification  
(2) OOD Letter of Qualification  
(3) CDO Indoctrination Requirements  
(4) CDO Incident Response Checklist  
(5) Incident Reporting Index  
(6) Telephonic Threat Complaint  
(7) Vehicle Inspection Report

1. Purpose. To delineate the responsibilities of the Naval Air Station Lemoore Senior Watch Officer, Assistants to the Senior Watch Officer, Command Duty Officer (CDO), Officer of the Day (OOD), and Duty Driver, per references (a) thru (f). Also to publish the means for prospective watch personnel to be indoctrinated and given ample opportunity to familiarize themselves with the various aspects of CDO watchstanding.

2. Cancellation. NASLEMINST 1601.3L

3. Organization

a. Senior Watch Officer. The Senior Watch Officer shall be appointed by the Commanding Officer. He or she shall:

(1) Ensure all personnel standing duty as Command Duty Officer and Officer of the Day are qualified and designated in writing using enclosures (1) and (2).

(2) Maintain an up-to-date file of qualified CDO and OOD watchstanders.

(3) Supervise and coordinate the station watch bill. Station Watch Coordinator will submit the duty driver watch list to the Senior Watch Officer prior to the 29th day of the preceding month.

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(4) Submit a monthly watch bill to the Executive Officer for approval prior to the 20th day of the preceding month.

(5) Ensure current applicable instructions, notices, publications and emergency bills are maintained in the OOD Office.

(6) Keep the Executive Officer informed of any problems or unusual incidents connected with the watch organization.

(7) Maintain the CDO briefcase in an up-to-date condition with information to aid the CDO in carrying out assigned duties.

b. Assistant to Senior Watch Officer. An assistant will be designated to support the Senior Watch Officer in preparing watch lists and other designated duties. Watch lists will be submitted to the Senior Watch Officer for approval prior to the 15th day of the preceding month.

#### 4. Qualification for CDO/OOD

a. Requirements for qualification: Prospective CDO/OOD's will:

(1) Be assigned a minimum of two under instruction watches and familiarize themselves with reference (a) prior to being assigned a regular watch. The Senior Watch Officer or assistants to the Senior Watch Officer will make the assignments as applicable.

(2) CDO's: Enclosure (3) contains a check-off list of items to be covered. Prospective watchstanders will arrange briefing time with department heads/special assistants.

(3) Attend a final briefing which will be given by the Senior Watch Officer on all aspects of the duties and functions of the CDO.

#### b. Required Reading

(1) Watchstanders shall familiarize themselves with the following publications:

(a) U.S. Navy Regulations of 1990

(b) NAS Lemoore station regulations and notices

(c) NAS Lemoore instruction folders

(d) OOD Emergency Action Book and Casualty Assistance Calls Officer (CACO) instructions

(e) NAS Lemoore OPLAN 9-95

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(2) Immediately prior to or within the first hour of assuming a watch, each person assigned to the OOD Watch shall review the following:

- (a) Smooth and rough log of the previous watch
- (b) OOD Pass Down Log Book
- (c) Bomb Threats, Unit SITREP/OPREP Reporting and CACO Procedures

#### 5. Command Duty Officer

a. The Command Duty Officer will carry out the following responsibilities:

- (1) Inspect restricted men at 2000 daily. Report discrepancies to the Master-at-Arms (MAA), Bldg. 861, for reconciliation.
- (2) Sampling of galley food is encouraged at least once daily by the CDO and complete specified forms as required by galley personnel.
- (3) Perform daily vehicular rounds of the base, a minimum of three times per day. Required areas to be covered: Visual inspection of barracks and grounds (including dumpsters). Take action as appropriate to clean up areas. Take appropriate action on all matters affecting the command using enclosures (4) and (5) as appropriate.
- (4) On holidays and weekends review and initial message traffic three times daily (0600/1300/2100.). On workdays at 2100. Respond to all OP IMMEDIATE messages.
- (5) Tour Enlisted Club at least once each evening (after 2100). On Thursday nights, tour again at 2400. If patrons are inebriated, violent or excessively demonstrative, remove patrons and if required, secure the Club.
- (6) Immediately notify the Executive Officer and/or Commanding Officer of the expected arrival of VIP'S, making necessary arrangements for transportation and quarters as required. Normally, the Command Duty Officer will meet all VIP's arriving at NAS Lemoore by air. If the CDO is unavailable, the Operations Duty Officer will meet the VIP.
- (7) Maintain duties from 0730 to 0730 daily. The CDO will maintain quarters on base for the entire 24 hours of his/her watch. A BOQ room is provided for those not currently living on base.

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(8) The watch will be turned over at 0730 in the Executive Officer's Office on Monday through Friday. On Saturday, Sunday and holidays the watch will be turned over at 0730 in the OOD's Office. Items to be transferred include the cellular phone with charger, beeper, keys and station vehicle.

(9) Coordinate the duties of and receive reports from the OOD concerning matters of command decision or unusual events requiring further reporting to the Commanding Officer or Executive Officer.

(10) During turnover the CDO shall sight the Station Grand Master Keys located in the key locker in the OOD's Office. The CDO will verify the accuracy of the OOD log book at watch turnover.

(11) Inform the Commanding Officer or Executive Officer of all matters affecting the command which may require action on their part or of events which are sufficiently noteworthy to attract attention of news media.

(12) Notify immediately the Naval Criminal Investigative Service (NCIS) when a serious crime has been committed. In cases involving child abuse NCIS or Station Security will refer to the Kings County Child Protection Services. To the maximum extent possible, incidents involving military personnel and their dependents should be handled by military authority. Note however, that individuals have a right to contact the Kings County Sheriff's Department concerning an incident if they so desire. Care should be taken to ensure civilian authorities are not summoned or placed into a situation where they interfere with military personnel carrying out authorized military functions.

(13) Ensure all cases involving the return of unauthorized absentees are handled appropriately and in each case consider whether restraint of any type is required. In cases involving tenant commands, ensure the duty officer is notified and the tenant command acts on or reviews as necessary, any restraint imposed. In most cases, where the returnee surrenders himself to military jurisdiction, confinement will not be appropriate. U.S. Air Force or U.S. Army personnel apprehended by civilian authorities will not be accepted at NAS Lemoore. The civilian authorities shall be advised to contact the nearest Army or Air Force activity. Army and Air Force personnel who are voluntarily ending a period of unauthorized absence by surrendering to military control at NAS Lemoore will be directed to report to the Personnel Support Activity Detachment (PSD) Lemoore on the next working day.

(14) When appropriate, upon probable cause, order into restraint enlisted personnel suspected of violating the Uniform Code of Military Justice. In all cases where a service member is

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ordered into restraint, the CDO will personally complete a "Record of Confinement" form and will forward the form per instruction.

(15) When appropriate, obtain command authorization for searches on board NAS Lemoore. The criterion for search authorization will be strictly followed, and the CDO will personally complete a "Record of Search Authorization" for the Commanding Officer's signature.

(16) Upon relief, brief the Executive Officer on any unusual occurrence not already reported during the watch.

(17) Authorize overtime for Public Works employees as required for emergency situations.

(18) When required, Saturday CDO's will reinspect areas that have failed zone inspections. The Executive Officer will inform the CDO of this requirement. The Saturday CDO will coordinate with the department for time and identify department representative (E7 and above). The CDO will ensure the reinspection report is submitted to the Executive Officer on the following Monday.

(19) The CDO will, at the beginning of each watch, advise the OOD and Security Dispatcher of his or her work phone, home phone or BOQ and pager numbers. The CDO will keep the OOD and Security advised of his or her whereabouts with phone number contact.

#### 6. Officer of the Day

a. The OOD will keep the CDO informed of all unusual occurrences.

b. The OOD will carry out the following responsibilities:

(1) Report for duty 15 minutes prior to commencement of the watch.

(2) If incidents occur which necessitate calling the County Sheriff's Department, the CDO shall be notified immediately. The CDO will normally authorize all such calls unless personnel or property are in immediate danger. If an immediate danger exists and violations of a state or county law are involved, the County Sheriff's Department shall be notified immediately.

(3) Be in the immediate area of Building 700 at all times. The OOD will not leave the station at any time during their watch for any reason unless directed to do so by the CDO, Executive Officer, or Commanding Officer.

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(4) Maintain the official Station Log per reference (b). All important events and unusual occurrences, as well as the daily morning muster report shall be entered therein. Log entries shall be grouped in four hour periods, headed by the hours beginning and ending the periods, e.g., 0800-1200. Entries for each day, date, place, Commanding Officer, and units on board. No erasures shall be used; corrections shall be made by lining through erroneous entries. All corrections shall be initialed.

(5) Act as the information focal point for the command.

(6) Dispatch vehicles as needed. Maintain maps and routes to be traveled.

(7) Maintain the leave log, key check out log, pass down log (rough log), driver log and the long distance phone call log.

(8) Check personnel into and out of the station for Permanent Change of Station (PCS), leave or Temporary Additional Duty (TAD). Receive or return surrendered meal passes for all personnel subsisting on Ration-In-Kind (RIK) who are in a leave or TAD status.

(9) Upon receiving a request for transportation, confirm the caller is in a PCS/TAD or emergency leave travel status. If so, dispatch the duty driver. Ensure the caller is advised of the estimated travel time of the driver so he or she will be aware of a possible lengthy wait.

(10) Before dispatching a driver, ensure the driver:

(a) Has a valid state driver's license.

(b) Understands orders and knows the way to and from the destination.

(c) Transport only authorized personnel in a Navy vehicle.

(d) Is instructed to be extra cautious in fog and inclement weather. If fog is severe, travelers will be advised to seek overnight lodging.

(11) Ensure off station trips have a trip pass. Ensure the duty driver has the trip pass stamped by gate guard when departing and upon return to station.

(a) Maintain the Vehicle Inspection Reports, enclosure (7), for a 30 day period (one month). Review the reports as completed by the duty driver. If any discrepancies are noted, report them to the Senior Watch Officer on the next working day.



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(b) Forward the preceding month's vehicle inspection reports to the SWO on the first working day of the following month for review and subsequent forwarding to Public Works Transportation.

9. Duty Driver

a. Will have a valid driver's license and report to the NAS OOD 30 minutes prior to assuming the watch in the complete uniform of the day.

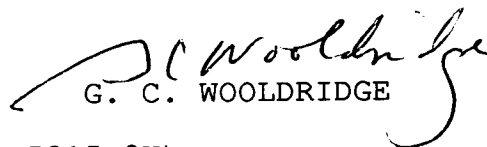
b. Will ensure the vehicle is in good mechanical condition using the Vehicle Inspection Report (enclosure (7)), that all necessary forms, including a highlighted map, are in the glove compartment of the vehicle, and the vehicle has sufficient fuel to fulfill its mission.

c. Prior to making a duty run, the duty driver will verify with the OOD the most expeditious route to the location.

d. The duty vehicle will be inspected, at a minimum, once each eight hour watch period.

10. Station Watch Coordinator. Will ensure the Duty Driver Watch List is submitted to the Senior Watch Officer prior to the 29th day of the preceding month.

11. Press Releases. The Public Affairs Officer has responsibility for releasing all news to the press and other communications media. Inquiries from the press or communications media shall, whenever possible, be directed to the Public Affairs Officer following guidelines given all CDO's. When it is impossible or impracticable to refer inquiries to the Public Affairs Officer, releases may be made by the CDO when directed by the Commanding Officer. In all cases of inquiries which have not been referred to the Public Affairs Officer, the Commanding Officer shall be notified of the nature of the inquiry and/or release, and the persons involved as soon as possible.

  
G. C. WOOLDRIDGE

Distribution: (NASLEMINST 5215.2U)  
List B



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1601  
SWO

From: Senior Watch Officer, Naval Air Station, Lemoore  
To: Commanding Officer, Naval Air Station, Lemoore  
Subj: COMMAND DUTY OFFICER (CDO) QUALIFICATION

1. \_\_\_\_\_ has completed the CDO  
Indoctrination Course and is considered qualified to stand the  
CDO Watch.

\_\_\_\_\_  
SENIOR WATCH OFFICER

-----  
1301  
SWO

From: Commanding officer, Naval Air Station, Lemoore  
To: \_\_\_\_\_

Subj: DESIGNATION OF COMMAND DUTY OFFICER

1. You are hereby designated as a Command Duty Officer based on  
your performance of duty, experience, background and successful  
completion of the Command Duty Officer Program Indoctrination.

2. You will perform your duties as Command Duty Officer per the  
applicable NAS Lemoore instructions, other directives of  
competent authority and the customs and traditions of the U.S.  
Naval Service.

\_\_\_\_\_  
COMMANDING OFFICER

Copy to:  
Senior Watch Officer  
Service Record

Encl (1)

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1601  
SWO

From: Senior Watch Officer, Naval Air Station, Lemoore  
To: Commanding Officer, Naval Air Station, Lemoore

Subj: OFFICER OF THE DAY (OOD) QUALIFICATION

1. \_\_\_\_\_ has completed the OOD  
Indoctrination Course and is considered qualified to stand the  
OOD Watch.

\_\_\_\_\_  
SENIOR WATCH OFFICER

-----  
1301  
SWO

From: Commanding Officer, Naval Air Station, Lemoore  
To: \_\_\_\_\_

Subj: DESIGNATION AS OFFICER OF THE DAY

1. You are hereby designated as an Officer of the Day based on  
your performance of duty, experience, background and successful  
completion of the Officer of the Day Indoctrination.

2. You will perform your duties as Officer of the Day per the  
applicable NAS Lemoore instructions, other directives of  
competent authority and with the customs and traditions of the  
U.S. Naval Service.

\_\_\_\_\_  
COMMANDING OFFICER

Copy to:  
Senior Watch Officer  
OOD Watchbill Coordinator  
Service Record

Encl (2)

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**CDO INDOCTRINATION REQUIREMENTS****AIMD**\_\_\_\_\_  
Department Head\_\_\_\_\_  
Date

1. AIMD ORGANIZATION AND RESPONSIBILITIES
2. PHYSICAL LOCATION AND FACILITIES
3. AFTER NORMAL WORKING HOURS WATCHES AND DUTY SECTION ORGANIZATION
4. AVAILABILITY OF AIRCRAFT, MAINTENANCE DUTY SUPERVISOR
5. RESPONSE FOR EMERGENCY SITUATIONS

**NAVY EXCHANGE**\_\_\_\_\_  
Navy Exchange Manager\_\_\_\_\_  
Date

1. NAVY EXCHANGE LOCATIONS
2. NAVY EXCHANGE BURGLAR ALARM SYSTEM
3. NAVY EXCHANGE CASHIER CAGE/NIGHT DEPOSITORY
4. NAVY EXCHANGE CIVILIAN MANAGERS/AREA OF RESPONSIBILITY

**STATION JUDGE ADVOCATE**\_\_\_\_\_  
Station Judge Advocate\_\_\_\_\_  
Date

1. REQUESTS FOR ASSISTANCE FROM AND TO CIVILIAN LAW ENFORCEMENT AGENCIES (NASLEMINST 5820.2C). DISPOSITION OF OFFENSES INVOLVING CIVILIANS
2. REQUESTS FOR ASSISTANCE FROM BILL COLLECTION AND REPOSSESSION AGENTS
3. SERVICE OF CIVIL AND CRIMINAL PROCESS ONBOARD NAS LEMOORE AND DELIVERY OF PERSONNEL TO CIVILIAN AUTHORITIES (NASLEMINST 5820.1G)
4. FITNESS FOR DUTY EXAMINATIONS (BUMEDINST 6120.20B)
5. DISPOSITION OF UNAUTHORIZED ABSENTEES RETURNING TO NAVAL JURISDICTION (NASLEMINST 1626.1D)
6. SEARCHES AND SEIZURES OF PROPERTY (NASLEMINST 5800.1G)

Encl (3)

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7. PRETRIAL CONFINEMENT AND PRETRIAL RESTRICTION
8. ARTICLE 31 RIGHTS
9. INVESTIGATIVE RESOURCES AND THEIR RELATIVE JURISDICTIONS
10. LEGAL RESOURCES AVAILABLE DURING A 24-HOUR PERIOD
11. DISPOSITION OF FEMALE OFFENDERS

**AIR OPERATIONS OFFICER**

\_\_\_\_\_  
Department Head                      Date

1. ORGANIZATION AND RESPONSIBILITIES
2. OPERATIONS DUTY OFFICER FUNCTIONS
3. PRIMARY AND SECONDARY CRASH PHONES
4. AIRCRAFT MISHAP PLAN
5. SEARCH AND RESCUE (SAR) PROCEDURES
6. FIRE RESPONSE AND PROTECTION
7. SECURITY OF OPERATIONS AREA AND OUTLYING SITES
8. MEDICAL EVACUATION PROCEDURES (C-12/H-1)
9. EMERGENCY POWER REQUIREMENTS FOR NAVIGATIONAL AIDS AND RUNWAY LIGHTING

**SECURITY DETACHMENT**

\_\_\_\_\_  
Security Officer                      Date

1. ORGANIZATION
2. CDO/SECURITY RELATIONSHIP
3. SPECIAL SITUATIONS, I.E. SECURITY PLAN, RIOT CONTROL, HOSTAGES, SHORE PATROL, ETC.
4. ALARM RESPONSE IN CONNECTION WITH ARMED ROBBERY
5. SABOTAGE ALERT TEAM

**PUBLIC WORKS**

\_\_\_\_\_  
Department Head                      Date

1. DEFINITION OF RESPONSIBILITIES
2. TROUBLE CALL TELEPHONES

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3. PUBLIC WORKS KEY PERSONNEL INFORMATION
4. PUBLIC WORKS DUTY SECTION CAPABILITIES
5. PUBLIC WORKS DUTY AND SHIFT PERSONNEL
6. RECALL OF PUBLIC WORKS PERSONNEL
7. UTILITY OUTAGES
8. AFTER-HOURS TRANSPORTATION
9. TELEPHONE SYSTEM INFORMATION
10. HOUSING MAINTENANCE AND TROUBLE CALLS
11. CONSTRUCTION CONTRACTOR INFORMATION
12. OVERTIME POLICIES
13. BOMB THREAT ITEMS OF PUBLIC WORKS INTEREST

**WEAPONS DEPARTMENT**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

1. ORGANIZATION
2. EMERGENCY ISSUE OF ORDNANCE MATERIAL
3. READY SERVICE AMMUNITION
4. SECURITY OF MAGAZINES
5. BOMB THREATS
6. RECALL BILL
7. AMMUNITION HANDLING
8. HERO CONDITION
9. SAFE HAVEN

**AVIATION SAFETY**

\_\_\_\_\_  
Aviation Safety Officer

\_\_\_\_\_  
Date

1. NAVAL AIRCRAFT ACCIDENT MISHAP REPORTING PROCEDURE  
(OPNAVINST 3750.6Q)

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2. WRECKAGE PRESERVATION
3. WRECKAGE SECURITY
4. PUBLIC AFFAIRS OFFICER (PAO) RELEASES
5. COORDINATION WITH ODO

**SUPPLY DEPARTMENT**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

1. SUPPLY ORGANIZATION AND RESPONSIBILITIES
2. NORMAL WORKING HOURS AND PHYSICAL LOCATION OF FACILITIES
3. DUTY SECTION ORGANIZATION
4. AVAILABILITY OF DUTY SUPERVISORS
5. RESPONSE FOR EMERGENCY SITUATIONS
6. IMPREST FUND

**FAMILY SERVICE CENTER (FSC)**

\_\_\_\_\_  
FSC Director

\_\_\_\_\_  
Date

1. FSC ORGANIZATION AND FUNCTIONS
2. RELATIONSHIP OF FSC WITH FAMILY ADVOCACY REPRESENTATIVE (FAR), CHILD PROTECTIVE SERVICE (CPS), SECURITY AND CDO: CRISIS INTERVENTION

**COMMAND CHAPLAIN OFFICE**

\_\_\_\_\_  
Senior Chaplain

\_\_\_\_\_  
Date

1. CHAPEL LOCATION AND ORGANIZATION
2. DUTY CHAPLAIN FUNCTIONS
3. DUTY RELIGIOUS PROGRAM SPECIALIST FUNCTIONS

**SENIOR WATCH OFFICER**

\_\_\_\_\_  
Senior Watch Officer

\_\_\_\_\_  
Date

1. CDO BRIEFCASE
2. PREPARATION OF UNIT SITREP/OPREP-3 NAVY BLUE/PINNACLE MESSAGES: CONDITIONS REQUIRING SUBMISSION
3. CACO PROCEDURES
4. ADVANCE NOTIFICATION OF HIGH PRECEDENCE MESSAGE TRAFFIC

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I have read references (a) through (f) and have received the required briefings. I fully understand all requirements for assuming the CDO Watch.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



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**CDO INCIDENT RESPONSE CHECKLIST**  
**A/C MISHAP**

Reference: NASLEMINST 3730.1G

Reference: OPLAN 9-95, Annex C, Appendix 3, Tab A

- |   |  |
|---|--|
| 1. Initial Activation of Mishap Plan (Refer to ODO Mishap Checklist)  | <b>ODO</b>                             |
| 2. OPREP-3 Pinnacle Voice Report within 5 Minutes (Refer to OPREP notebook)   | <b>CDO</b>                             |
| 3. Draft OPREP-3 Pinnacle Message (Refer to OPREP notebook).  | <b>CDO</b>                             |
| 4. Contact CO at ext. 3344 or XO at ext. 3346 then COMNAVAIRPAC Duty Officer at 8-545-5099 or 1-619-735-5099 with text of OPREP-3 Pinnacle Message prior to release           | <b>CDO</b>                             |
| 5. Send the OPREP-3 Pinnacle message within 20 minutes (Refer to OPREP notebook)  | <b>CDO</b>                             |
| 6. For Class A mishap only: Aviation Safety Center Telephone Report within 60 minutes (DSN 564-2929 or Commercial 804-444-2929) (Ref: OPNAVINST 3750.6Q page 5-2 through 5-3) | <b>AVIATION<br/>SAFETY<br/>OFFICER</b> |

**Important Factors:**

1. Complete Mishap Checklist located at ODO desk
2. Ensure ODO initiates Mishap Plan
3. First 20 minutes are critical. (CDO needs to get to the ODO desk as quickly as possible after making initial report to CINCPACFLT)
4. Contact the appropriate Law Enforcement Organization to set up security of the crash site.
5. Refer all phone inquiries to PAO at ext. 3393.

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**BOMB THREAT**

**IMMEDIATE CONSIDERATIONS:** (Use enclosure (6))

Time Call Received

Type of Call Received

Location of Bomb

Time of Detonation

Identifying Information on Caller

**NOTIFY**

1. Call Security at ext. 9-911
2. Secondary crash line will be used to contact:
  - a. CO at ext. 3344 (after working hours 998-5000)
  - b. XO at ext. 3346 (after working hours 998-6048)
  - c. Fire Department at ext. 9-911
  - d. Ambulance at ext. 4488
  - e. NCIS (through Security) at ext. 4749
  - f. Weapons at ext. 3542/3534 (when applicable)
3. CO/Security will determine whether to evacuate building and deploy MWD (Explosive Detection Team)
4. CDO will report to scene and act as on-scene leader

**TACTICAL CONSIDERATIONS**

order evacuation of affected building per CO/Security guidance.  
MWD Team or work center supervisors search area as directed.  
Establish Safe Perimeter (normally 300 yards for pedestrians)  
consider evacuating adjacent buildings

Have gas turned off

Have power secured

Have supervisors perform muster of personnel

Establish traffic control

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Do not touch or move any unusual object

If evacuated, Commanding Officer will make determination to reenter building

\* Send OPREP/SITREP as required (Refer to OPREP notebook)

### **THREAT CONDITIONS**

Reference: NASLEMINST 5530.1

1. Threat Condition (THREATCON) is defined as the formal level of readiness, directed by the Commanding Officer or senior in command, to upgrade physical security. Condensed THREATCON used by CNO:

- a. ALPHA: A general threat of possible terrorist action
- b. BRAVO: An increased and more predictable threat of terrorist activity exists.
- c. CHARLIE: An incident occurs or some form of terrorist action imminent
- d. DELTA: Applies to the immediate area where a terrorist attack has occurred or when terrorist action against a specific location is likely

2. The Physical Security Plan, NASLEMINST 5530.1, page A-I-1 through A-I-17 contains detailed procedures as to what steps should be taken by the CDO.

### **MAJOR/NUCLEAR/NBC ACCIDENT**

Reference: OPLAN 9-95 Annex C, Appendix 4, pages C-4-1 through C-4-5

#### **CDO CHECKLIST:**

- 1. Have OOD "ACTIVATE THE COMMAND POST" (Refer to OPLAN 9-95 pages C-4-3 through C-4-4)
- 2. Notify the CO at ext. 3344, XO at ext. 3346, COMNAVAIRPAC Duty Officer at DSN 8-735-5099 or Commercial 1-619-545-5099, Security Officer at ext. 4811 (after hours at ext. 4749). After hours, contact the CO, XO and Security Officer at their residences (refer to social roster).
- 3. Make OPREP 3 Voice Report (Refer to OPREP notebook)
- 4. Dispatch Security and the Mobile Command Post to the scene to establish communications and set up 2000 ft. cordon.

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5. Draft OPREP 3 message (refer to OPREP notebook)
6. Platoon all vehicles through PW
7. Initiate sheltering of affected personnel
8. Request fallout predictions from NAS Weather Office at ext. 1020
9. Prepare brief for Command Post staff:
  - a. Location of detonation/crash
  - b. Damage to base
  - c. Recommendations to expedite recovery
10. Report to scene and assume on scene commander duties
  - a. Utilize fire marshall's expertise
11. Ensure communications are established with Command Post via the disaster net through the Mobile Command Post (Refer to OPLAN 9-95, Annex K).
12. Notify the following if applicable:
  - a. COMNAVBASE SAN DIEGO (if civil request for assistance)  
DSN: 958-3547/8; Comm: (619) 235-3547/8
  - b. Naval Weapons Station Concord (will require approximately 6 hours response time) DSN: 235-5531; Comm: (415) 671-5531
  - c. JNACC Kirkland AFB (nuclear accident) DSN: 244-8279/70;  
Comm: (505) 844-8279/70
  - d. Submit Tempest Rapid Report per OPLAN 9-95, Annex R, Appendix 2, Tab A (for civil assists request only).

THE ABOVE CHECKLIST IS TO AID YOU IN THE INITIAL RESPONSE THAT YOU AS THE CDO MAY BE FACED WITH IN THE ABSENCE OF HIGHER AUTHORITY. AS SITUATIONS CHANGE AND YOUR EXPERIENCE LEVELS DIFFER USE THIS CHECKLIST AS YOU SEE FIT. LET COMMON SENSE AND THE EXPERTISE AROUND THE BASE ASSIST YOU IN MAKING YOUR DECISIONS.

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REFER TO OPLAN 9-95 FOR SPECIFIC CHECKLISTS:

	<u>PAGE</u>
(1) NBC	X-2-1
(2) NUCLEAR ACCIDENT	X-2-1

**MAJOR ACCIDENT/FIRE/NATURAL DISASTER**

Reference: OPLAN 9-95, Annex C, Appendices 1, 2 and 3

1. Have OOD activate the Command Post. Follow OPLAN 9-95 page C-2-1 through C-2-A-3.
2. Notify CO at ext. 3344, XO at ext. 3346, CSFWP Duty Officer at ext. 1034, Security Officer at ext. 4811 (after hours, ext. 4749).
3. Make OPREP 3 Voice Report (Refer to CDO message checklist)
4. Dispatch Security and Mobile Command Post to scene to establish communications and set up area cordon. Determine if outside assistance is required.
5. Draft OPREP 3 message (Refer to OPREP notebook)
6. Prepare brief for Command Post staff to be given by OOD
  - a. Disaster size
  - b. Damage estimate
  - c. Recommendations
7. Report to scene and assume on scene command duties
8. Refer to OPLAN 9-95 for specific checklists
  - a. Major accident/fire X-3-1
  - b. Natural Disaster X-3-1

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**CIVIL DISTURBANCE**

Reference: (a) NASLEMINST 5530.1

Reference: (b) OPLAN 9-95, Annex C, Appendix 5, pages C-5-1 through C-5-5

1. Contact Security at 9-911. Secondary crash line procedures will be used to make contact with:

CO at ext. 3344

XO at ext. 3346

Fire Department at ext. 9-911

Hospital at ext. 4481

Photo Lab at ext. 1125/1126

ODO will also contact:

Kings County Sheriff at 584-9276

CBU-406 at ext. 4175

Station Judge Advocate  
at ext. 3349/3353

PAO at ext. 3394/3395

2. Secure the gate and/or nearest point of entry. If practical, keep one lane of traffic open.

3. When authorized by the CO, issue the statement below. Give copies of statement to demonstrators, if possible, without endangering lives.

4. Direct Security to recall off duty Security personnel

5. Keep CO, XO, Security Officer informed.

6. Maintain continuous perimeter patrol; use station helo, C-12 if practical.

7. Apprehend intruders and hold in custody for Kings County Sheriff, phone 584-9276. Photograph Security personnel with apprehended individuals. Security will complete field identity cards of all individuals taken into custody and search them for weapons.

**STATEMENT:**

"On this date you have failed to comply with the regulations and directives at this military installation as enforced by Federal Law and Enforcement officials thereon, by entering the defense portion of this reservation without having official government business thereon. By this entry, you have committed trespass and are hereby barred by order of the Commanding Officer from reentering the Naval Air Station, Lemoore, California, effective immediately and until written permission to reenter has been obtained from the Commanding Officer or Acting Commanding Officer

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of Naval Air Station Lemoore. Your attention is invited to Title 18, Section 1382, United States Code, which provides, in part, that whoever shall go upon any military reservation for a purpose prohibited by law or lawful regulations, or shall reenter after being ordered not to reenter by its commander, may be fined not more than \$500 or imprisoned not more than six months, or both."

### DOMESTIC VIOLENCE

NOTE: You may be contacted by a number of people. The following contains headings which give your responsibilities in each circumstance.

SECURITY CONTACTS YOU - MEMBER RESIDES ON BASE - Service Member (SVM) ATTACHED TO NAS LEMOORE

1. Go to Security. Order SVM to barracks for cooling off period. Inform SVM not to re-enter Alvarez Village until they have been to the Family Service Center and the Station Judge Advocate Office has rescinded barment. (NOTE: SVM will probably be angry, feel that it is unfair, and the situation is not their fault. Explain that we only have control over SVM and that the FSC is trained and experienced in assisting in these situations. Effort will be made to resolve the situation as quickly as possible).
2. If the spouse is the violent party, the SVM may press charges with Kings County Sheriff's Department. Explain that this will result in the spouse being arrested and, most likely incarcerated. If the SVM is not willing to press charges, you have no choice but to order SVM to barracks.
3. Notify the Family Service Center. OOD maintains a list of Family Service duty counselors. FSC counselors are available 24 hours per day for consultation and assistance on cases of spouse and child abuse and sexual assault.
4. If you are concerned for the welfare of children in the home, see checklist titled **ALLEGED CHILD ABUSE**.

POLICE DEPARTMENT CONTACTS YOU - MEMBER RESIDES IN TOWN - SVM ATTACHED TO NAS LEMOORE

Order SVM to return to base. Follow above procedures, informing SVM they may not return home until seen by FSC.

SVM ATTACHED TO TENANT COMMAND

1. Contact SVM's CDO/SDO. Inform CDO of above procedures.



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**ALLEGED CHILD ABUSE**

NOTE: YOU DO NOT HAVE A ROLE IN THE INVESTIGATION OF CHILD ABUSE. UNDER NO CIRCUMSTANCES SHOULD YOU INTERVIEW SVM, FAMILY MEMBERS OR OTHER INDIVIDUALS INVOLVED. NAVAL CRIMINAL INVESTIGATIVE SERVICE AND KINGS COUNTY CHILD PROTECTIVE SERVICES HAVE THIS RESPONSIBILITY. DO NOT ATTEMPT TO HAMPER THEIR INVESTIGATION.

1. You will be contacted by Security, the Family Advocacy Representative, or NCIS. The purpose of this contact is for your information only. It requires no action on your part.
2. If CPS, NCIS or FSC have not been contacted, you should ensure that they are promptly notified. Your role is to be a liaison for the command. (if CPS has not been contacted their phone number is 582-8776, and NCIS can be contacted through Security at ext. 4749.)
3. If the situation is particularly violent, or if media attention may be generated, notification of the Commanding Officer and Executive Officer should occur immediately. Review SITREP procedures to determine applicability. (SITREP refer to CDO message checklist.) If Commanding Officer and/or Executive Officer needs to be contacted during working hours, contact at ext. 3345/3346. After working hours, at home.
4. If you need advice, call the FSC counselor on call and they will be able to assist. OOD maintains the list of duty counselors.

**BARMENT OF PERSONNEL**

1. Title 18, Section 1382, United States Code, and the federal cases interpreting this statute grant an installation commander great discretion in determining when to limit access to a military reservation.
2. Virtually any threat to the persons, property, or good order and discipline of an installation justify a barment.
3. In the absence of the CO, the CDO may issue a barment.
4. Drunken and assaultive behavior in the club or barracks justifies a barment.
5. A civilian's refusal to honor the legitimate requests of military authority also justifies a barment.
6. Please notify the Station Judge Advocate during the morning turnover of any barments.

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### CONFINEMENT PROCEDURES

1. Any commissioned officer may order any enlisted member to be confined utilizing Confinement Order, NAVPERS 1640/4, available at Building 861.
2. Civilians and officers attached to NAS Lemoore may be confined only by order of the Commanding Officer.
3. Confinement at Building 861 is governed by RCM 305h(2)(b). The CDO must believe the member has committed an offense under the UCMJ and confinement is necessary because the member will flee or engage in serious criminal misconduct and mere restriction will not prevent the misconduct. Serious criminal misconduct is defined broadly to include intimidation of witness, obstruction of justice, or any other activity posing a threat to the community, safety, morale, or discipline of the command.
4. The standard of proof that a member has committed a violation is merely probable cause. The CDO need not weigh all evidence and find beyond a reasonable doubt the accused has committed the offense in question.
5. Remember to notify the Station Judge Advocate during the morning turnover so that a formal review may be scheduled within 72 hours of the confinement.

### INITIAL CACO PROCEDURES

References: (a) NASLEMINST 1770.1G  
 (b) COMNAVBASESDIEGOINST 1770.1D  
 (c) BUPERSINST 1770.3  
 (d) MILPERSMAN

1. Obtain all information possible

- Use enclosure (1) of reference (a)
- If notified by telephone, verify phone number and use call back procedures to confirm authenticity of call.

Note: You will proceed only if service member is in an active duty status and is assigned to NAS Lemoore or squadron personnel assigned to deployed NAS Lemoore squadrons in which no beach detachment personnel remained behind. If a detachment is present, they must handle the CACO. Special circumstances should be directed to CACO Coordinator. In addition, if we are specifically tasked by COMNAVBASE San Diego.

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2. Notify:

- CDO
- CACO Coordinator or the assistant using phone numbers located in the CDO guidebook.

- XO/CO
- Duty PN (PSD - OOD has name and phone number)

3. When warranted, notify:

- BUPERS (DSN 224-2926 during working hours; after working hours commercial 202-694-2768/9)

- COMNAVBASE San Diego (Mr. DeLuna, DSN 522-1512 during working hours; 522-1507 after working hours)

4. If PNOK resides in our area, Mr. DeLuna will instruct us to assume CACO duties and notify PNOK. If CACO Coordinator is not available, assign CACO from CACO list located in CDO notebook. CACO should coordinate with Chaplain to arrange for him to accompany him for pastoral assistance ONLY - Chaplain should never be assigned CACO duties. In the case where a Chaplain is not available, notification must not be delayed. If possible, a hospital corpsman can perform duties of chaplain. In any case, do not delay. If undue delay in notification is foreseen, notify BUPERS by telephone (phone number above). Undue delay is in excess of 24 hours of casualty. Notification is normally made between the hours of 0600 and 2200 UNLESS the NOK may learn of the casualty through another source (such as news media, etc.). CACO and Chaplain shall accomplish notification in Service Dress Blue, utilizing a government vehicle for transportation to residence.

5. After notification is accomplished, call BUPERS AND San Diego to inform them that official notification has taken place; official message to follow. Send Alpha/Bravo message using the example in enclosure (2) of reference (a). Duty PN should provide most of the information. After official notification, send letter following format of enclosure (5) of reference (a).

6. Copies of references (a) through (d) are available in the Duty Office.

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**RED CROSS MESSAGE NOTIFICATION**

DO NOT ACTIVATE CACO FOR DEATH OF SERVICE MEMBER'S FAMILY UNLESS DECEASED IS MILITARY AND NOTIFIED TO DO SO BY CACO COORDINATOR OR COMNAVBASE SAN DIEGO.

1. Using AMCROSS Telephone Message Form (located at OOD's Office or CDO notebook) record personal information and text of message.
2. Verify Red Cross phone number and use call back procedures to confirm authenticity of call.
3. Contact service member's department, which, with assistance from the Duty Chaplain, will make the notification.
4. If unable to contact a representative from the department (minimum E7 or above) either the CDO or Duty Chaplain will make the notification. Do not unnecessarily delay in notifying the servicemember.
5. After notification is accomplished, contact Red Cross to inform them official notification has taken place. State by whom and the time. Record this on the AMCROSS Form and turn in to SWO on next work day.

**OPREP/SITREP CHECKLIST**

Refer to enclosure (5) and OPREP notebook for guidance.

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INCIDENT REPORTING INDEX

Reference: OPNAVINST 3100.6F

TYPE INCIDENT

ACCIDENT

MILITARY AIRCRAFT ACCIDENT  
(STAFF/SQUADRON RESPOND TO CRASHES  
INVOLVING THEIR OWN AIRCRAFT)  
(CDO INITIATES VOICE REPORT FOR  
NAS LEMOORE AIRCRAFT)

TYPE OF MESSAGE

PINNACLE  
voice - page 2-20  
msg - page 2-25

CIVILIAN DEATH/SERIOUS INJURY/  
PROPERTY DAMAGE CAUSED BY MILITARY  
EQUIPMENT (i.e., aircraft)

PINNACLE  
voice - page 2-20  
msg - page 2-25

SERIOUS INJURY/ILLNESS

OF CIVILIAN PERSONNEL ATTACHED TO A NAVAL  
COMMAND/INJURY OR ILLNESS MUST OCCUR ON  
THE STATION OR BE DIRECTLY RELATED TO THE  
OCCURRENCE OF AN EVENT ON THE STATION  
(i.e., FIRE, TOXIC SPILL, etc.) OR NAVAL  
PERSONNEL OTHER THAN SENIOR NAVAL OFFICERS

UNIT SITREP  
voice - N/A  
msg - page 2-132

MINOR INJURY/ILLNESS (CONSIDERED REPORTABLE  
BY CO IN WHICH 24 HOURS OR MORE OF WORK  
TIME IS LOST BUT IT IS NOT OF A  
DEBILITATING NATURE)

UNIT SITREP  
voice - N/A  
msg - page 2-132

OF CO/FLAG OFFICER

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

INVOLVING INADEQUACY OF MEDICAL CARE FOR  
NAVAL PERSONNEL (WILL BE SENT REGARDLESS  
OF LOCATION OF HOSPITAL OR WHETHER IT IS  
MILITARY OR CIVILIAN)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

DEATH

OF CIVILIAN PERSONNEL ATTACHED TO A NAVAL  
COMMAND (ONLY IF PERSON'S DEATH OCCURS  
AT WORK)

UNIT SITREP  
voice - N/A  
msg - page 2-132

Encl (5)

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OF NAVAL PERSONNEL DUE TO OTHER THAN  
NATURAL CAUSES (REGARDLESS OF  
CIRCUMSTANCES)

UNIT SITREP  
voice - N/A  
msg - page 2-127

DEATH OF ACTIVE DUTY PERSONNEL OCCURRING  
DURING OR WITHIN SIX HOURS OF COMPLETING  
COMMAND DIRECTED PRT, PHYSICAL EXERCISE  
OR EVOLUTION INVOLVING PHYSICAL STRESS

UNIT SITREP  
voice - N/A  
msg - page 2-127

INVOLVING INADEQUACY OF MEDICAL CARE FOR  
NAVAL PERSONNEL (THIS INCLUDES BOTH ON  
AND OFF BASE)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

### **ASSAULT AND ROBBERY**

ASSAULT AND/OR ROBBERY OF MILITARY  
PERSONNEL (THE ASSAULT OR ROBBERY MUST  
OCCUR ON BASE)

UNIT SITREP  
voice - N/A  
msg - page 2-132

ASSAULT AND/OR ROBBERY COMMITTED BY NAVAL  
PERSONNEL (ANY INCIDENT WITH HIGH LEVEL  
INTEREST SUCH AS GAS STATION ROBBERY OR  
MILITARY MEMBER NEARLY BEATEN TO DEATH)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

### **ATTACKS**

ATTACKS ON U.S. MILITARY FORCES SUCH AS  
ARMED ATTACK AT MAIN GATE OR LARGE CROWD  
HARASSING MILITARY PERSONNEL

FRONT BURNER  
voice - page 2-31  
msg - page 2-35

### **BOMBINGS**

EVALUATED AS PROBABLE HOAX

UNIT SITREP  
voice - N/A  
msg - page 2-132

BOMB THREATS (EVALUATED AS PROBABLY  
VALID; EVALUATED BY CDO AND SECURITY  
OFFICER) (IF BOMB THREAT IS LOCATED IN  
WEAPONS DEPARTMENT, ALSO CONTACT WEAPONS  
OFFICER)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

ACTUAL BOMB DETONATIONS (NUCLEAR) OR NON  
NUCLEAR, BURNING OF NUCLEAR WEAPON AND/OR  
THEFT OR LOSS OF SAME)

PINNACLE/BROKEN  
ARROW  
voice - page 2-67  
msg - page 2-76

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**CIVIL DISORDERS**

MINOR DISORDER ON U.S. MILITARY FACILITY (ANY INCIDENT OF LOCAL LEVEL INTEREST SUCH AS A SMALL RIOT)	NAVY BLUE voice - page 2-122 msg - page 2-127
ASSISTANCE REQUIRED (REQUEST SENT TO LOCAL AUTHORITIES)	NAVY BLUE voice - page 2-122 msg - page 2-127
MAJOR DISORDER ON U.S. MILITARY FACILITY (ANY INCIDENT OF HIGH LEVEL INTEREST SUCH AS THE DEFECTION OF A FOREIGN NATIONAL)	PINNACLE voice - page 2-122 msg - page 2-25
INVOLVING FOREIGN NATIONALS (NON U.S. CITIZENS)	PINNACLE voice - page 2-20 msg - page 2-25

**DAMAGE**

DEEMED REPORTABLE BY CO (\$10,000 DOLLARS OR MORE; REPORTABLE DAMAGE TO STATION HELO)	UNIT SITREP voice - N/A msg - page 2-132
TO CIVILIAN PROPERTY/EQUIPMENT (SIGNIFICANT DAMAGE CAUSED BY SERVICE MEMBER)	NAVY BLUE voice - page 2-122 msg - page 2-127
TO GOVERNMENT PROPERTY/EQUIPMENT (SUCH AS EXPLOSION IN BARRACKS OR MAJOR DAMAGE TO ANY EQUIPMENT WHICH EXCEEDS \$10,000)	NAVY BLUE voice - page 2-122 msg - page 2-127
MAJOR MEDIA INTEREST PROBABLE	NAVY BLUE voice - page 2-122 msg - page 2-127

**DEMONSTRATIONS**

MINOR PROTEST AGAINST U.S. MILITARY ACTIVITY (15 OR 20 CIVILIANS PICKET GRANGEVILLE GATE OVER NOT HAVING ACCESS TO BASE)	UNIT SITREP voice - N/A msg - page 2-132
MAJOR PROTEST INVOLVING U.S. MILITARY PERSONNEL (50 MILITARY PERSONNEL PROTESTING OVER WORKING HOURS IN SUPPLY)	PINNACLE voice - page 2-20 msg - page 2-25
MAJOR PROTEST AGAINST U.S. MILITARY ACTIVITY (100 DOD PERSONNEL PICKETING MAIN GATE OVER LABOR DISPUTE)	PINNACLE voice - page 2-20 msg - page 2-25



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**DESTRUCTION OF NAVY PROPERTY OF SIGNIFICANT VALUE**

ACCIDENTAL/SIGNIFICANT DESTRUCTION (ANY  
INCIDENT VALUED AT 500 OR MORE DOLLARS  
WOULD BE SIGNIFICANT)

UNIT SITREP  
voice - N/A  
msg - page 2-132

**DISASTER**

NAVY ASSISTANCE REQUESTED OR PROVIDED FOR  
DISASTERS OF MINOR SIGNIFICANCE (WHEN  
BASE PERSONNEL ARE USED TO FIGHT FOREST  
FIRES AT YOSEMITE NATIONAL PARK)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

NATURAL OR MANMADE DISASTER (EARTHQUAKE  
OF FUEL EXPLOSION ON TRANSIENT LINE)

PINNACLE  
voice - page 2-20  
msg - page 2-25

**DISEASE**

NO IMMEDIATE IMPACT ON COMMAND OPERATIONAL  
READINESS

UNIT SITREP  
voice - N/A  
msg - page 2-132

DISEASE OUTBREAK OF POTENTIAL EPIDEMIC  
PROPORTIONS (YELLOW FEVER)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

QUARANTINABLE (YELLOW FEVER)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

AFFECTING COMMANDING OPERATIONAL  
READINESS

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

**DURESS SITUATIONS**

AFFECTING COMMANDING OFFICER/FLAG OFFICER  
(STOPPED AT GRANGEVILLE GATE BY POLICE AND  
THREAT IS MADE ON HIS LIFE)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

AFFECTING CIVILIAN HOSTAGE (MILITARY  
PERSONNEL ENFORCE HARSH CONDITIONS ON  
DETAINED CIVILIAN PERSONNEL)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

AFFECTING MILITARY HOSTAGE (THREAT MADE  
ON MILITARY PERSONNEL'S LIFE)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

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INVOLVING CIVIL CRIME ON NAVAL FACILITY  
(THREAT MADE BY SECURITY ON CIVILIAN  
SELLING DRUGS ON BASE OR DRUNK DRIVER)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

# FIRE/FLOOD/MATERIAL/CASUALTIES

SIGNIFICANT/POSSIBLE ASSISTANCE REQUIRED  
(POSSIBLE CONTAMINATION OF BASE WATER  
SUPPLY)

UNIT SITREP  
voice - N/A  
msg - page 2-132

MINOR/CASUALTY OVER/NO ASSISTANCE REQUIRED  
(POWER OUTAGE IN BASE HOUSING FOR TWELVE  
HOURS; HOOKED UP PORTABLE GENERATOR)

UNIT SITREP  
voice - N/A  
msg - page 2-132

MAJOR/ASSISTANCE REQUIRED IMMEDIATELY  
(MAJOR EXPLOSION AT THE FUEL FARM SPREADS  
TO SERVICE STATION AND SURROUNDING AREAS;  
NEED ASSISTANCE AND EQUIPMENT FROM FIRE  
FIGHTERS IN LEMOORE)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

# FRAUD, WASTE AND ABUSE

ALL OTHER FWA INCIDENTS (SUPPLY BUYING  
GARBAGE BAGS FOR \$20 DOLLARS A BOX WHEN  
SHOULD BE-\$15 DOLLARS)

UNIT SITREP  
voice - N/A  
msg - page 2-132

FWA INCIDENTS OF HIGH LEVEL NAVY INTEREST  
(MEDIA INQUIRY CONCERNING CIVILIANS SELLING  
AIRCRAFT PARTS TO RUSSIANS)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

# HAZARDOUS MATERIALS/HPS/OIL/MERCURY SPILLS

MAJOR SPILL/DISCHARGE (ENDANGERS CRITICAL  
WATER AREAS WITH POTENTIAL TO CREATE PUBLIC  
CONCERN; BECOMES THE FOCUS OF ENFORCEMENT  
ACTION OR POSES A THREAT TO PUBLIC HEALTH  
OR WELFARE)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

RESULTING FROM CATASTROPHIC EVENTS OR  
SUBJECT TO GEOPOLITICAL IMPLICATIONS (A  
TOTAL FAILURE OF EVENTS THAT COULD CAUSE  
THE RELATIONSHIP BETWEEN THE U.S. AND ANOTHER  
COUNTRY TO DETERIORATE)

PINNACLE  
voice - page 2-20  
msg - page 2-25

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**HOSTILE ACTION**

U.S. MILITARY FORCES ATTACKED (AN  
OCCURRENCE HAVING THE POTENTIAL FOR  
RAPIDLY MOVING INTO A CONTINGENCY OR

FRONT BURNER  
voice - page 2-31  
msg - page 2-35

GENERAL WAR SITUATIONS SUCH AS ARMED  
ATTACK BY TERRORISTS OF A HOSTILE NATION:  
IRAN)

**HIJACKING**

AIRCRAFT OF ANY NATIONALITY (ANY AIRCRAFT  
OF U. S. OR FOREIGN OWNERSHIP HIJACKED FROM  
THIS INSTALLATION)

PINNACLE  
voice - page 2-20  
msg - page 2-25

**LABOR PROBLEMS**

LABOR STRIKES WHICH MAY SIGNIFICANTLY  
IMPAIR OPERATIONAL READINESS/HIGH PRIORITY  
PRODUCTION FOR NAVY PROJECTS OR MOBILITY  
(SUPPLY AND PWD STRIKE SIMULTANEOUSLY AND  
SIGNIFICANTLY IMPAIR THE STATION ABILITY TO  
OPERATE)

NAVY BLUE  
voice - page 2-20  
msg - page 2-127

**MATERIAL PROBLEMS/CASUALTIES**

OPERATIONAL READINESS; HIGH PRIORITY  
PRODUCTION (ALL FUEL PIPES ON BASE BURST;  
STATION IS UNABLE TO FUEL AIRCRAFT)

UNIT SITREP  
voice - N/A  
msg - page 2-132

MINOR/CASUALTY OVER NO ASSISTANCE REQUIRED  
(FUEL PIPES REPAIRED)

UNIT SITREP  
voice - N/A  
msg - page 2-132

MAJOR/ASSISTANCE REQUIRED IMMEDIATELY  
(DURING A MAJOR DISASTER THE REQUIREMENTS  
TO AIRLIFT IN MATERIAL)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

**MISCONDUCT/CRIMINAL ACTS COMMITTED BY  
NAVAL PERSONNEL**

NO APPARENT MEDIA INTEREST/REPORTABLE  
INCIDENT (MILITARY PERSONNEL SELLING DRUGS  
ON BASE)

UNIT SITREP  
voice - N/A  
msg - page 2-132

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CRIMINAL ACT COMMITTED BY NAVAL PERSONNEL  
AND A LAW ENFORCEMENT AGENCY INVOLVED  
(ARMED ROBBERY AT WELLS FARGO BANK IN  
LEMOORE)

UNIT SITREP  
voice - N/A  
msg - page 2-132

LOCAL MEDIA INTEREST PROBABLE (FELONY HIT  
AND RUN INCIDENT IN TOWN WITH SERIOUS  
INJURY)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

NATIONAL MEDIA INTEREST PROBABLE (MILITARY  
MEMBER CAUGHT IN SPY RING)

PINNACLE  
voice - page 2-20  
msg - page 2-25

### NUCLEAR/NON-NUCLEAR WEAPON INCIDENTS/ACCIDENTS

CONVENTIONAL WEAPON EMERGENCY (MILITARY  
PERSONNEL SHOOTING AT PISTOL RANGE TO  
QUALIFY, PISTOL BLOWS UP AND KILLS-A  
SERVICE MEMBER)

UNIT SITREP  
voice - N/A  
msg - page 2-132

ACCIDENTAL OR UNAUTHORIZED LAUNCH; RISK OF  
WAR (THE ACCIDENTAL OR UNAUTHORIZED LAUNCH  
OF A NUCLEAR ARMED MISSILE IN THE DIRECTION  
OF KNOWN ENEMY COUNTRIES)

PINNACLE  
voice - page 2-6  
msg - page 2-12

THEFT OR SEIZURE OF TORPEDOES MISSILES  
(THEFT OF WEAPON FROM STATION WEAPONS  
COMPOUND)

PINNACLE  
voice - page 2-20  
msg - page 2-25

THEFT OR SEIZURE OF MINES/FIREARMS  
EXPLOSIVES (THEFT OF FIREARMS AT BASE  
ARSENAL)

PINNACLE  
voice - page 2-20  
msg - page 2-25

NO RISK OF WAR (ERRORS COMMITTED IN THE  
ASSEMBLY TESTING, LOADING OR TRANSPORTING  
OF NUCLEAR WEAPONS)

NAVY BLUE/DULL SWORD  
voice - page 2-108  
msg - page 2-114

JETTISONING OF NON NUCLEAR WEAPONS  
(INADVERTENTLY JETTISONED WEAPONS OFF OF  
AIRBORNE AIRCRAFT)

NAVY BLUE/DULL SWORD  
voice - page 2-108  
msg - page 2-114

### RACIAL INCIDENTS

2-5 PARTICIPANTS  
(MIXED RACES FIGHTING IN PARKING LOT)

UNIT SITREP  
voice - N/A  
msg - page 2-132

6 OR MORE PARTICIPANTS  
(MIXED RACES FIGHTING IN PARKING LOT)

NAVY BLUE  
voice - page 1-122  
msg - page 2-127

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DURATION OF INCIDENT WAS SHORT  
(LESS THAN 30 MINUTES)

UNIT SITREP  
voice - N/A  
msg - page 2-132

OF A PROTRACTED NATURE  
(RIOT LASTING 12 HOURS IN BARRACKS)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

ISOLATED INCIDENT

UNIT SITREP  
voice - page N/A  
msg - page 2-132

RELATED TO OTHER INCIDENTS (IF FIGHT  
STARTED IN PARKING LOT THEN STARTED AGAIN  
IN BARRACKS)

UNIT SITREP  
voice - N/A  
msg - page 2-132

DIRECTLY RELATED TO PREVIOUS INCIDENT (IF  
FIGHT STARTED IN PASSAGEWAY THEN AGAIN IN  
LOUNGE)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

LITTLE OR NO PROPERTY DAMAGE

UNIT SITREP  
voice - N/A  
msg - page 2-132

RESULTS IN EXTENSIVE PROPERTY DAMAGE (RIOT  
CAUSING \$10,000 DAMAGE OR MORE TO NAVAL  
PROPERTY)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

PERSONAL INJURY DOES NOT REQUIRE  
MEDICAL CONFINEMENT

UNIT SITREP  
voice - N/A  
msg - page 2-132

RESULTS IN INJURY/HOSPITALIZATION FOR  
24 HOURS OR MORE (FIGHT OCCURS BETWEEN  
MILITARY PERSONNEL; ONE MEMBER RECEIVES  
HEAD INJURY THEN GOES INTO COMA FOR 48 HOURS)

UNIT SITREP  
voice - N/A  
msg - page 2-132

RESULTS IN DEATH/SERIOUS INJURY (TWO  
DIFFERENT RACES FIGHTING - ONE MEMBER PULLS  
A KNIFE AND STABS THE OTHER MEMBER TO DEATH  
OR NEAR DEATH)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

CHARGES OF DISCRIMINATION FILED (TWO  
DIFFERENT RACES ARGUING - ONE USES RACIAL  
SLURS AGAINST THE OTHER, INDIVIDUAL FILES  
CHARGES)

UNIT SITREP  
voice - N/A  
msg - page 2-132

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CIVIL/COURT/UCMJ/NAVY REGS

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

**RADIOACTIVE CONTAMINATION OR RADIATION EXPOSURE**

NO HAZARD TO HEALTH/LIFE

**NO PUBLIC HAZARD**

(SMALL RADIOACTIVE SPILL ISOLATED ON BASE  
IN REMOTE AREA)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

EXPOSURE - HAZARD TO HEALTH/LIFE

**PUBLIC HAZARD**

(NUCLEAR MISSILE IS BEING TRANSPORTED NEAR  
MAIN GATE AND IS DETERMINED TO BE LEAKING)

PINNACLE/  
BROKEN ARROW  
voice - page 2-67  
msg - page 2-76

ANY PERSON RECEIVING SIGNIFICANT AMOUNTS/  
NON ACCIDENTAL OCCURRENCE (PERSONNEL  
WORKING AROUND RADIOACTIVE MATERIALS  
WITHOUT PROPER CLOTHING OR EQUIPMENT)

PINNACLE/  
BROKEN ARROW  
voice - page 2-67  
msg - page 2-76

**RAPE INCIDENTS**

ACTUAL/ATTEMPTED/ALLEGED RAPE INVOLVING  
NAVAL PERSONNEL (MILITARY MEMBER FORCES  
WOMAN AT GUNPOINT TO HAVE SEX) (USE VIOLENT  
CRIME FORMAT FROM UNIT SITREP)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

**SABOTAGE**

SUSPECTED ACTS (CO MAKES THE CALL/PILOT  
PREFLIGHTS STATION HELO AND FINDS SOME  
ELECTRICAL WIRES CUT)

UNIT SITREP  
voice - N/A  
msg - page 2-132

BY U.S. NATIONALS OR PERSONS UNKNOWN  
(SOMEONE HAVING ACCESS TO TRANSIENT LINE  
RUNS VEHICLE DELIBERATELY INTO AIRCRAFT)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

ACTUAL/ATTEMPTED INCIDENTS BY FOREIGN  
NATIONALS (MEXICAN NATIONAL DELIVERING FUEL  
AT OPS GAS STATION SETS OFF EXPLOSION)

PINNACLE  
voice - page 2-20  
msg - page 2-25

**SEARCH AND RESCUE (SAR) INCIDENTS (FOR NAS AIRCRAFT)**

DAILY SAR REPORT (GIVES CNO AND INTERESTED  
COMMANDS THE PROGRESS OF THE SAR MISSION)

UNIT SITREP  
voice - N/A  
msg - page 2-132

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INITIAL SAR REPORT (WHEN ODO RECEIVES CALL  
FROM PROPER AUTHORITIES)

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

FINAL SAR REPORT (UPON COMPLETION OF SAR  
MISSION)

PINNACLE  
voice - page 2-20  
msg - page 2-25

**SEXUAL HARASSMENT**

MINOR INCIDENTS

UNIT SITREP  
voice - N/A  
msg - page 2-132

MAJOR INCIDENTS

NAVY BLUE  
voice - page 2-122  
msg - page 2-127

**SUICIDE INCIDENTS**

DEATH INCURRED (MILITARY MEMBER TAKES  
OVERDOSE OF DRUGS OR SLASHES THROAT WITH  
STRAIGHT RAZOR) (ALSO SEND ALPHA-BRAVO  
MESSAGE) (USE VIOLENT CRIME FORMAT)

UNIT SITREP  
voice - N/A  
msg - page 2-132

UNSUCCESSFUL ATTEMPT (MILITARY MEMBER  
SLASHES WRISTS IN BARRACKS THEN CALLS FOR  
EMERGENCY HELP (USE VIOLENT CRIME FORMAT)  
(ALSO SEND ALPHA-BRAVO MESSAGE IF REQUIRED)

UNIT SITREP  
voice - N/A  
msg - page 2-132



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DEPARTMENT OF THE NAVY  
TELEPHONIC THREAT COMPLAINT

IF BOMB THREAT, ASK THE CALLER  
- When is the bomb to go off?  
- Where is the bomb to go off?  
- What kind of bomb is it?  
- What dose the bomb look like?  
- where are you callin from?

## 1. COMMAND:

a. Name:

## 2. COMPLAINANT:

a. Name:

## 3. PERSON RECEIVING CALL

a. Name:

b. Date &amp; Place of Birth:

c. Command Name &amp; Address

d. Phone Number  
(Work) (Home)

## 4. TELEPHONE CALL RECEIVED ON

a. Phone Number (include area code)

b. Location

c. Phone number listed in ('X' all that apply)

☐ Unlisted  
☐ Other

☐ Command Directory  
☐ Base Directory  
☐ Local Directory

## 5. DETAILS OF THE CALL:

a. Date:

b. Day of the Week:

c. Time:

## 6. CONTEXT OF THE CONVERSATION

a. Recipient "

b. Caller "

c. Recipient "

d. Caller "

e. Recipient "

## 7. BACKGROUND NOISES (Describe street sounds, voices, music, etc..If more space is needed, continue on reverse)

## 8. INFORMATION ABOUT CALLERS/VOICE CHARACTERISTICS

a. Sex

b. Age

c. Race

d. Accent

e. Educational level

f. Attitude (Calm, Nervous, Serious)

g. Other

9. Were there any  
Witnesses to the call?☐ Yes (List Names:) ☐ No10. Do you have any susspicion as  
to the identity of the caller?☐ Yes (List Names) ☐ No

## 11. NOTIFICATION OF AUTHORITY ("X" ALL NOTIFIED)

☐ CO ☐ XO ☐ OOD: ☐ SECURITY ☐ NCIS ☐ TELEPHONE COMPANY ☐ EOD ☐ FIRE DEPT.

# VEHICLE INSPECTION REPORT

VEHICLE NUMBER		DATE	TIME
OPERATOR		BEGINNING MILEAGE	DEPARTMENT

CHECK ITEMS BELOW		DISCREPANCIES
RADIATOR WATER LEVEL		
ALTERNATOR AND FAN BELT		
ENGINE OIL LEVEL		
BATTERY CABLE LOOSE OR CORRODE		
TIRE CONDITION LF/RF/LF/RR		
FUEL LEVEL		
INSTRUMENTS (OIL, ALT, TEMP, ETC.)		
HEADLIGHT HI/LO		
EMERGENCY FLASHERS		
LEAKS (OIL, FUEL, WATER, ETC.)		
CARGO (PROPERLY SECURED)		
INTERIOR (CLEANLINESS)		
INTERIOR (DAMAGE)		
EXTERIOR (CLEANLINESS)		
EXTERIOR (DAMAGE)		
PARKING LIGHTS		
TURN SIGNALS LT/RT		
BRAKES		
BRAKE LIGHTS		
JACK AND LUG WRENCH (IF REQUIRED)		
SPARE TIRE (IF EQUIPPED)		
HORN		
WINDSHIELD/WIPERS/DEFROSTER		
EMERGENCY/PARKING BRAKE		
SEAT BELTS		
MIRRORS (INT/EXT)		
STEERING (EXCESSIVE WHEEL PLAY)		
Duty beeper and map(s)		

VEHICLE ENDING	OPERATORS SIGNATURE	SUPERVISOR SIGNATURE